

**Preston Board of Finance  
Regular Meeting  
Wednesday, March 16, 2022  
Cafeteria - Preston Plains Middle School**

**Call to Order** - John Moulson called the meeting to order at 7:35 P.M.

**1. Roll Call**

**Members**

**Alternates**

John Moulson - Chairman

Robert Congdon - Vice-Chairman - absent

Stacey Becker

Denise Beale

Andy Depta

Zachary Maurice

Andrew Sawyer - excused

Kayla Thompson - Clerk - excused

***Also Present***

Sandra Allyn-Gauthier - Selectwoman

Jerry Grabarek - Selectman

Ken Zachem - Selectman

Cindy Varricchio - Finance Director

Roy Seitsinger - Superintendent of Schools

**2. Public Comment** - There was none.

**3. Correspondence**

- Mar. 4, 2022 - CCM - email: CCM 2021 Annual Report
- Feb. 24, 2022 - CCM - email: information about a series of live virtual workshops that will be held in partnership with UCONN
- Feb. 23, 2022 - CCM - email: CCM's MRSC Newsletter February 2022
- Mar. 3, 2022 - CCM - email: Connecticut Town & City February 2022 program offerings
- Feb. 22, 2022 - CCM - email: 2022 Representation Matters conference
- Feb. 25, 2022 - Christopher Gilson - email: Municipal Voice hosting House Minority Leader Vincent Candelora
- Mar. 11, 2022 - CCM - email: Webinar: Municipal Voice hosting Hartford City Council Majority Leader JT Clarke
- Mar. 8, 2022, 2022 - CCM - email: 2022 Representation Matters conference
- Feb. 25, 2022 - Sandra Allyn-Gauthier - email: sharing the recent changes and guidance by the Governor, St. Dept. of Heath, and Unac Health District

- Feb. 15, 2022 - CCM Training - email: webinar on CT's New Clean Energy Tariff Program
- Mar. 10, 2022 - CCM Training - email: webinar on Emergency Afghan Evacuee Taskforce
- Mar. 2, 2022 - CCM Training - email: webinar on How to Lead Public Meetings in Contentious Times

#### **4. Approval of Minutes**

##### **a. BoF Regular Meeting of February 16, 2022**

Denise Beale requested that since her spouse had passed away days before the last meeting that she be listed as excused rather than absent.

***Andy Depta motion to approve the Regular Meeting Minutes of February 16, 2022, as amended. Stacey Becker seconded the motion. The motion was approved with John Moulson, Andy Depta, Zach Maurice, and Stacey Becker voting in favor of the motion, and Denise Beale abstained from the vote.***

#### **5. Town Revenue and Status Report**

Cindy Varricchio asked the Board if they had any questions about the presented report. John Moulson pointed out that the MERS line item is showing in the negative. Ms. Varricchio was unable to comment on that but will investigate and will have answers by the April meeting.

She was asked to clarify the headings across the top of the spreadsheet, in particular, "Range to Date", after her explanation it was requested that the heading be changed to "Month to Date" She will see if that change could be made within the system.

#### **6. Board of Education Report**

Financial Director Varricchio asked the Board if they would be open to the presentation of one financial report rather than 3 separate reports. The one report would cover all the information, just compiled in a relevant manner. They agreed to that moving forward.

She went on to explain that the Board of Education has spent 56% of their budget with only 3 months remaining of the school. They continue to monitor spending closely and are presently working on an end-of-the-year forecast, just wanted you to realize we are in the process of determining that. The one area of overage under Building Management is due to funds being placed on the wrong line item, which should have been taken out of a grant. That will be rectified by the April report.

##### **a. BoE Liaison Report**

Zach Maurice stated the Board of Education has had 5 Budget Committee meetings and has completed their budget and has passed it onto the Board of Education for their approval, and they are on schedule to submit it to the Board of Finance the first week of April.

#### **7. Board of Selectmen Financial Report**

Sandra Allyn-Gauthier explained that at this point of the year 65% of the budget should be spent with 35% remaining. However, Preston is doing a little better with 40% remaining. She

stated that Pensions is tracking a bit off because the Library pension is paid separately and that line will need a journal entry. Once that is done it should track on budget. She stated that Town AID Road funds had come in, which traditionally shows as a negative, but will be posted soon, and then that line will be showing its true amount. She then explained that the recent unusual wind and rain, plus typical winter storms have put the overtime line for the Town Garage in the red. They are presently tracking ways to offset the overage. She stated that the Fuel & Diesel line will be rectified as soon as the Fire Department and the Board of Education make payments.

When asked about the PRA, she stated that work has resumed on the site. That they are completing several small Quick Hit projects and that the Board should not expect a return of funds like in recent years.

## **8. Old Business**

### **a. Board of Finance - Clerk Software**

Stacey Becker shared the information she has gathered to make a decision on how best to move forward with the Clerk's laptop transition. She explained the following costs that are needed in order to transfer the laptop to Kayla Thompson, the Board's newly elected Clerk.

Those costs are:

- \$36 - Virus protection
- \$180 - Adobe Acrobat
- \$250 - Outlook Microsoft Office
- \$250 - Starr Computers

The total cost of \$716. The Board then discussed whether they needed to possibly get a newer laptop or to just update the used 2018 laptop they presently are using. It was asked if the laptop could be upgraded from Windows 2010 to 2011. It was noted that not all Windows 2010 can be upgraded to a 2011 and that should be checked on before the programming costs are incurred. The other question that came up was would the BoF have a separate account or would they use the town account. Unsure of the answers to multiple questions it was decided that Stacey Becker will contact Star Computers and get the needed information, she will also keep Denise Beale in the loop to make sure her specific questions are answered.

### **b. Audit contract extension**

The Board briefly discussed the contract proposal from King, King, & Associates. They noted that the town seems to be pleased with their work and progress. It was noted that their latest proposal has a \$1,200 increase. The Contract is for June 2022 at a total cost of \$35,880 and June 2023 at a total cost of \$36,580 audits. The Board of Finance will need to budget \$19,880 this year and \$20,160 next year to pay the Town's portion of the audit.

***Zach Maurice motioned to accept the King, King, & Associates audit proposal for the June 2022 and the June 2023 audits. Denise Beale seconded the motion. The motion carried unanimously.***

**c. Formation of School Building Committee**

Roy Seitsinger clarified that this was not a school building committee. He stated that looking at the various town needs now and moving forward that the town needs a plan that will meet the needs of the whole community, not just the school system. There will come a time when repairs will not suffice. This committee will look into the real needs of the town, and be thoughtful about meeting the many new regulations and codes that now have to be met. It's important for the town to look at viable ideas that will enhance the town as well as identify options for financing the future needs of the town.

Andy Depta asked if this committee would be duplicating the POCD that is currently being developed. It was decided that it would not be a duplication of the POCD. He also stated that he would like to see a defined mission statement before members are solicited.

**9. New Business**

**a. Annual Report - presentation by Cindy Varricchio**

Cindy Varricchio shared several versions of annual reports that she has been involved with preparing. It was then decided that she and Leigh Pappas will prepare the 2020 Annual Report by next month for the Board's approval. She also suggested a way to expedite the 2021 report as soon as the audit is completed so that the Board will be able to move forward in a timely manner with the 2022 Annual Report.

**b. Approve BoF 2022-23 expense budget**

The BoF budget was discussed and the following line items were adjusted:

10.5.71.4800.4190.5171	Part-time staff	\$2000
10.5.71.4800.4190.5301	BoF Professional & Technical	0
10.5.71.4800.4190.5332	BoF External Audit	\$20,000
10.5.71.4800.4190.5355	BoF Legal Service	2,000
10.5.71.4800.4190.5660	BoF software	275
10.5.71.4800.4190.5835	BoF Travel & Meeting Reimb.	250
	A total of	\$24,525

***Andy Depta motioned to approve the Board of Finance budget as outlined for a total of \$24,525. Denise Beale seconded the motion. The motion carried unanimously.***

**c. BoE draft capital expense plan - outline**

Roy Seitsinger presented the proposed Preston Public Schools Capital Projects 2023-2027 plan with the Board. He did point out that perimeter cameras will be needed because of the school's proximity to Route 2 and future developments. He mentioned with

rising fuel costs it would be prudent to start looking for alternative fuels. He mentioned that the locker rooms need to be dealt with because the school is an emergency shelter for the town.

The last item, BMS, listed on page 2 was questioned. It was noted that it was not explained like the other items. Mr. Seitsinger believes it is part of the building management system. He will have a description for the April meeting. He also stressed the importance of cyber security moving forward. With no further discussion, this was tabled until the April meeting.

**d. Review Suspense List**

The Board review the list provided by Jill Keith, requesting that the liens and fees accounts be transferred to the Suspense Tax Book.

***Andy Depta motioned to approve the Suspense List dated Jan. 7, 2022, provided by Jill Keith. Stacey Becker seconded the motion. The motion carried unanimously.***

**e. Corrective Action Plan from 2020 audit**

Cindy Varricchio provided a spreadsheet showing the progress that has been made to complete the Corrective Action Plan suggested by the auditors. The spreadsheet showed the current status of all 10 recommendations indicating if the plan is completed or when it is projected to be completed. It also showed who was responsible for maintaining the actions of each particular recommendation.

It was also reported that everything was loaded for the auditors and that they continue to provide them with the necessary information needed to complete the audit by the end of April. She also mentioned that the work and extra hours that are being done now will ensure the next audit will run smoothly. She let the Board know that at this point 22% of CT towns are not done with their audits.

**Other Business**

Sandra Allyn-Gauthier reviewed the Town's Capital Plan and identified what they are hoping can be covered by the ARPA funds. She explained that they are looking at grants as well as other options to pay for some of the items. She stated that the Fire Dept. rotates 2 vehicles every 5 years due to the mileage put on those vehicles.

She also review the Grand List and pointed out that it has increased by about 4%. She was asked if the town has ever done a personal property audit. She stated that they have budgeted \$5,000 this year and will for the next 5 years in hopes that in doing a personal property audit that the town will gain \$135,000 in revenues. She also stated that the Revenues projection from the state is that there will be no increases.

Andy Depta recommended that the Board try using a Consent Agenda in hopes to reduce the number of pages in the packet. After a brief discussion, it was noted that a Consent Agenda wouldn't reduce the number of pages, but it could be tried.

**11. Public Comment -**

There was none.

**12. Adjournment -**

***Stacey Becker motioned to adjourn at 9:30 P.M. John Moulson seconded the motion. The motion was carried unanimously.***

Respectfully Submitted,

*Kimberly Lang*

Recording Secretary